HQCO, RCT-1

Company Commander's Pre-Deployment Brief

Agenda

RCT Commanding Officer's Welcome		1800 – 1805
Key Volunteer Network		1805 – 1815
Chaplain Support		1815 – 1825
NMCRS		1825 – 1835
MCCS Family Team Building		1835 – 1845
Break		1845 – 1900
RPAC Brief (Entitlements)		1900 – 1930

RCT-1 CO
Col Craparotta

http://www.i-mef.usmc.mil/DIV/1MAR/familyreadiness/familyreadiness.a

Key Volunteer Network
Mrs. Holland

Family Readiness

- Family Readiness Officer:
  - CWO4 J. A. Garibay
- Key Volunteer Coordinator:
  - Karen Doheney
- Key Volunteer Advisor:
  - Laurie Craparotta
- Remain behind Family Readiness Officer:
  - CWO2 K. P. Kim
- Headquarters Company Commanding Officer

What is the Key Volunteer Network?

- KVN = Key Volunteer Network
  - It is an integral part of the commander's official family readiness program.
  - It's the Primary communication link between the Command and your family.

What is the purpose of the Key Volunteer Network?

- **Communication** with your spouse based on the official word from the Regimental Commander.

- Support your spouse while Marines &/or Sailors are away.

Communication

- Passing of official word from the Regimental Commander.
  - E-Mail
  - Phone Trees

Communication

- Who passes the word?
  - Colonel Craparotta to the Family Readiness Officer, FRO CWO2 Kim or to the Key Volunteer Coordinator, KVC
  - KVC to Company KVRs
  - KVR to KV
  - KV to spouse

Communication

- How is the word passed?
  - Unofficial word
  - Official word

Communication

- What to do when you lose communication with your spouse?
  - Phones/E-mail access may be turned off periodically
  - What happens?
  - What can she do from home?

Things to remember…

- If you didn’t hear it from your KV it’s not official word
- Keep Busy, get involved in your local school system, church organization
- KVs volunteer because they love our Marines, the corps and we want to help as we were once helped

Contact Information

- Karen Doheney, KVC
  - (760) 430-7864
  - ksdoheney@hotmail.com

- CWO2 Keoni P. Kim, FRO
  - (760) 763-2304 (work)
  - (843) 263-7790 (Cell)
  - keoni.kim@usmc.mil

KVN

Any Questions?

Chaplain

Navy and Marine Corps Relief Society

Family Team Building

Marine and Family Services/Deployment Readiness

Break

Regimental Personnel Administration Center (RPAC)

RPAC MISSION

To Administratively support every Marine and his family in order to enhance the combat readiness of the 1st Marine Regiment.

Entitlements

- Family Separation Allowance (FSA)
- Basic Allowance for Housing (BAH)
- Basic Allowance for Subsistence (BAS)
- Imminent Danger Pay (IDP)
- Hardship Duty Location Pay (HDP-L)
- Deployed Per Diem
- Split Pay
- Casual Pay
- Savings Deposit Program (SDP)

Entitlements (cont.)

- Career Status Bonus
- Emergency Leave

Entitlements

- Family Separation Allowance $250.00
- Imminent Danger/Hostile Fire Pay $225.00
- Hardship Duty Pay-L $100.00
- Deployed Per Diem (Daily) $105.00
  - ($3.50 day x 30 days)
- Enlisted Rations $279.88
- Officer Rations $192.74
- Combat Zone Tax Exclusion for the first $6867.60 (2007) per month.

Family Separation Allowance

- Member must have a spouse or guardianship/custody of a dependent.
- Rate is $250.00 per month.
- Begins 30 days AFTER deployment, but is retroactive to first day.
- Non-taxable (all allowances are non-taxable).

Basic Allowance for Housing

- Personnel who rate BAH will continue to receive this entitlement throughout the entire deployment without interruption.
- Non-taxable.

Subsistence

- Officers and enlisted will continue to receive this entitlement while deployed for OIF.
- Monthly Rate for enlisted is $279.88.
- Monthly Rate for officers is $192.74
- Marines will not be checked for meals provided.
- Marines with Meal Cards will rate full BAS.
- Non-taxable.

Imminent Danger Pay/Hostile Fire Pay

- Rate is $225.00 per month.
- Member entitled to IDP/HFP for the entire month even if he/she is in the area for only one day.

Hardship Duty Location Pay (HDLP-L)

- Hardship Duty Location Pay for designated areas is payable to both officers and enlisted Marines.
- Amount for Kuwait and Iraq is $100.00

Deployed Per Diem

- Deployed Per Diem (Daily) $105.00
  - ($3.50 day x 30 days)

Split Pay

- A means to receive money while deployed and allow the family members at home to have a known payday.
- Works the same as an allotment.
- Eliminates the danger of member and spouse accidentally spending the same funds.

Casual Pay

- An advance on your pay that will be deducted in the future.
- Amounts can be up to $350.00 per month.
- Beware: these funds are deducted from your account; if you don’t tell your spouse, his/her expected payday will be altered.

Savings Deposit Program

- $10,000 maximum contributable amount.
- Must be in country 30 days IOT contribute.
- All unallotted pay may be contributed, not to exceed net disposable income.
- If deposited before 10th of each month it accrues interest for entire month; if after the 10th, it begins interest accrual the following month.
- Ensure that your agent has a Power of Attorney that grants them authorization to deposit money.

Savings Deposit Program (cont.)

- Withdrawls may be obtained via MyPay, fax, or e-mail.
- Marines may either call DSN 580-6545, Com (216) 522-6545, or 1-800-624-7368; or send e-mail from a dot mil address (***@***.mil) to CCL-SDP@DFAS.MIL

Career Status Bonus

- 15 year critical decision point
- $30,000 & 40% retirement at 20 yrs. vs. 50% retirement at 20 yrs.
- Normally, taxes reduce it to $22,500.00, but CZTE means tax free -- $30,000.00
- <u>THE PAYMENT CANNOT BE MADE PRIOR TO THE 15 YEAR ANNIVERSARY.</u>

Emergency Leave

- Disbursing is authorized to pay for round trip personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the members current location and the PDS, Homeport or other specified location.
- The TAD orders must be approved by the Commanding Officer.

General Information

- Power of Attorneys are highly recommended.
- If your spouse has a problem with your pay, contact your RBE SNCOIC.
- If your spouse comes into the office with a current and valid Power of Attorney and requests assistance, RPAC can provide service.

Administration

- RPAC starts & stops all entitlements.
- It is ultimately your responsibility to check your LES for correctness of entitlements being received or not received.
- LES and W-2’s are provided via my pay accounts.

Allotments

- My Pay is your best resource to start them, but you must have your PIN number.
- You can only have a maximum of 6 allotments at one time.
- You cannot allot out more than your net disposable income.
- To get the payday amount deducted each month for your allotment, divide the amount of the allotment by two.

Any Questions?

I

ME

Operation Iraqi Freedom

POST

Classes of Mail

- FIRST CLASS (13 oz or less)
  - **Averaging about 7-10 days for delivery**
- PRIORITY (Over 13 oz. up to 70 lbs.)
  - **Recommended for packages.**
  - **Average about 7-10 days delivery.**
  - **FLAT RATE BOX ($8.95 regardless of weight) (Great Value)**
  - **FLAT RATE ENVELOPE ($4.60 regardless of weight)**
- PARCEL POST (Over 2 lbs. up to 70 lbs.)
  - **Slowest/Cheapest way to send packages.**
  - **Average about 8-14 days delivery.**
- MOTO MAIL (Email to Hard-copy letter)
- **NON-POSTAL (USPS)** carriers (i.e., FEDEX, UPS, DHL) are not handled by Military Postal Clerks.

PROPER PACKING IS A MUST

TIPS FOR PROPER PACKAGING

- Recommend **NYLON FILAMENT FIBER TAPE OR MAILING TAPE.** Masking and scotch tape are **NOT AUTHORIZED**.
- Place **LIQUID** items such as salsa, lotion and beverages in separate zip lock bags.
- Always use the **SMALLEST** box possible.
- Always use **DURABLE** boxes.
- Use **BUBBLE WRAP/STYROFOAM POPCORN** when sending breakable items.
- Package items **TIGHTLY** to avoid shifting.

TIPS FOR PROPER PACKAGING

- Never send **BULKY** items in an envelope
  (i.e,. Keys, Dog Tags, Rings, and Cassette Tapes).

- Include the **RETURN** and **ADDRESSEES ADDRESS** inside the parcel.

- Place the address on only one side of the article being mailed.

- Use **INSURANCE** on packages that contain valuable items going to and from the U.S. and deployment site.

CUSTOMS REGULATIONS

- All mail weighing **OVER 16 OUNCES** must be presented to a post office for mailing.

- All parcels being sent **FROM, TO or BETWEEN** an APO/FPO must bear a customs form.

- To assist customs and prevent damage to your package, include **Lock Combination or Keys** when mailing sea-bags, or foot lockers.

- Custom forms must be filled out in **DETAIL**.

MAILING RESTRICTIONS

- **OBSCENE MATERIAL** (pictures, magazines, nude or semi-nude).
- **PORK** and **PORK BY-PRODUCTS**.
- **LARGE QUANTITIES** of material contrary to the **Islamic** belief. Quantities for personal use are permissible.
- **No Alcohol.**
- For **additional restriction,** contact your local military post office.
- **EXPRESS MAIL** not authorized.
  - If accidentally accepted at post office, request refund for overpayment.

PERSONAL DEPLOYED ADDRESS

Rank, Full Name

RCT-1

Unit 40145

FPO AP 96426-0145

Never change address

Most Important Slide!!!

OFFICIAL DEPLOYED ADDRESS

COMMANDING OFFICER
ATTN: (ONLY IF NEEDED)
RCT-1
Unit 40145
FPO AP 96426-0145

Never change address

Most Important Slide!!!

FREE MAIL

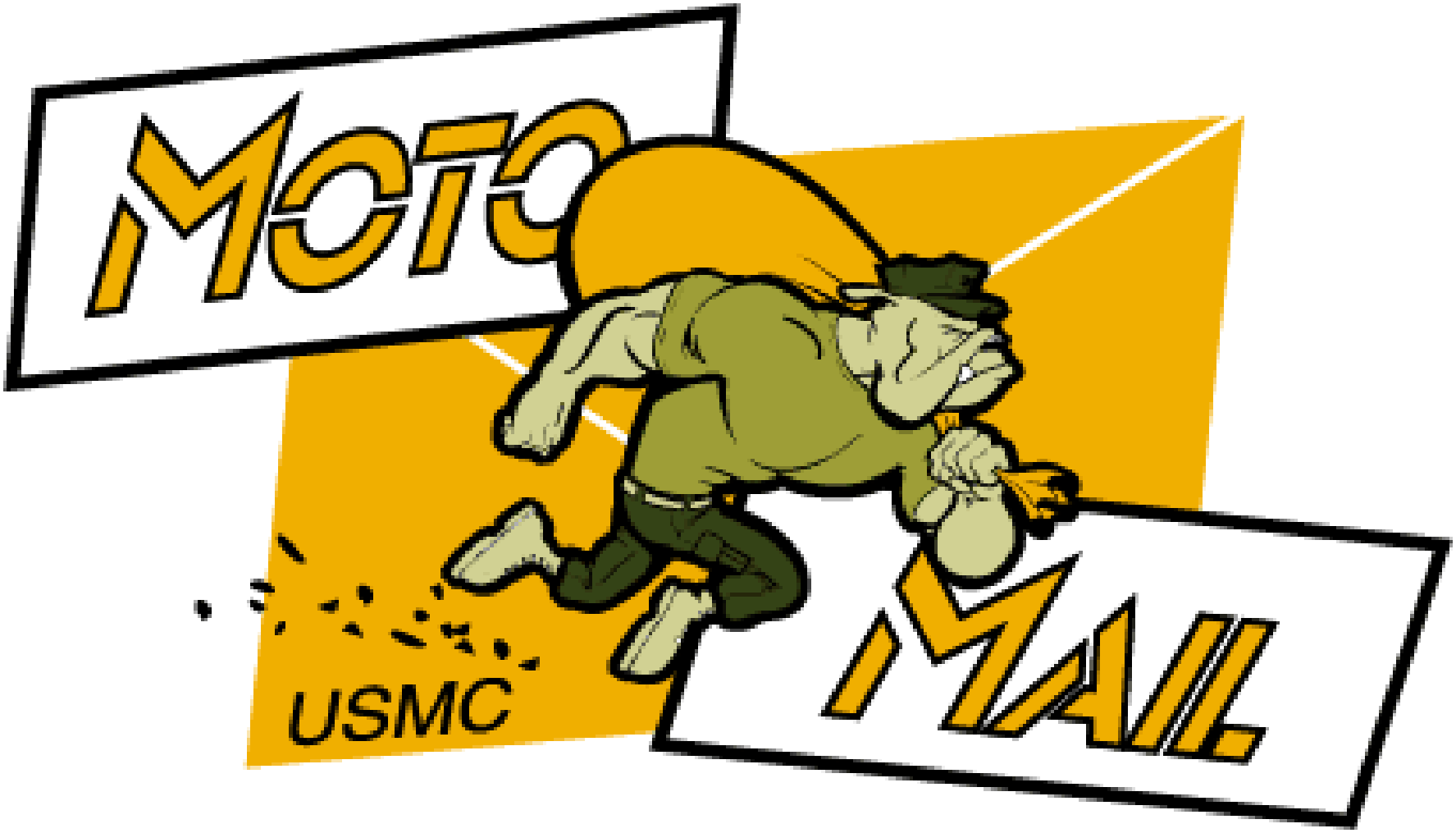
- **FROM** an overseas combat location **TO** the United States **ONLY**.

- **Postcards, Letters and Recorded Communications** (whether sound or video) with the character of personal correspondence.

- Must have a **FROM** and a **TO** address.

- "**FREE**" written in the top right corner.

I MEF MotoMail



MotoMail Definition

Free USMC system that delivers sealed letters submitted via the Internet from anywhere and is printed at USMC Post Offices in Iraq and usually delivered within 24 hours or less

MotoMail Stats

Dec 4, 2004 - 27 May 2007

- **80% go to Cpls and below in Combat Arms MOS that don't have regular e-mail**
- Registered Users – 241,683
- MotoMails Created – 1,807,596
- MotoMail Web Site Hits – 5,009,623
- Average about 2,154 MotoMail per day
- Senders from all 50 states & 131 countries
- There are Army, Navy & Air Force units at USMC Camps receiving MotoMail
- Marine Program only but supports other services at Marine Camps

How Does It Work?

(1) Submit via any Internet PC from Anywhere

(2) Sent to MotoMail Server

(3) Downloaded from website Anytime

(4) Printed in Unit # order on any PC with a Print-2-Mail Folder/Sealer Anytime

(5) Delivered thru unit mail call

(6) Letter Read & Re-read

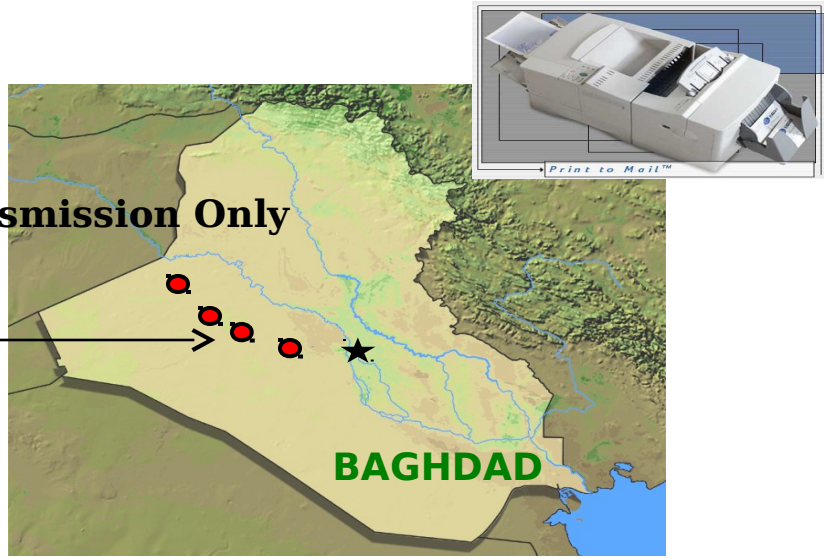
What is MotoMail?

- FREE Internet based letter delivery system
  - Family and Friends of Marines and Sailors
- Completely private, secure and confidential
- Senders get 3 tracking stages:
  - When submitted, downloaded and when printed
- Sender ONLY needs to know recipients mailing address, NOT location
- MotoMail letters print by location
  - Unit determines 1st and last day of service
- Ready for delivery usually within 24 hours at the serving Military Post Office
- MotoMail delivered via unit mail call
- MotoMail address is the same as issued by USMC Postal for regular mail
- No mail contamination issues like anthrax

What MotoMail CAN'T do

- NOT available worldwide for delivery
  - Currently available in Iraq, Afghanistan, and the 13th MEU.
- NO enclosures allowed
- MotoMail CAN'T be sent FROM Iraq to the U.S. (Can be sent locally within Iraq)

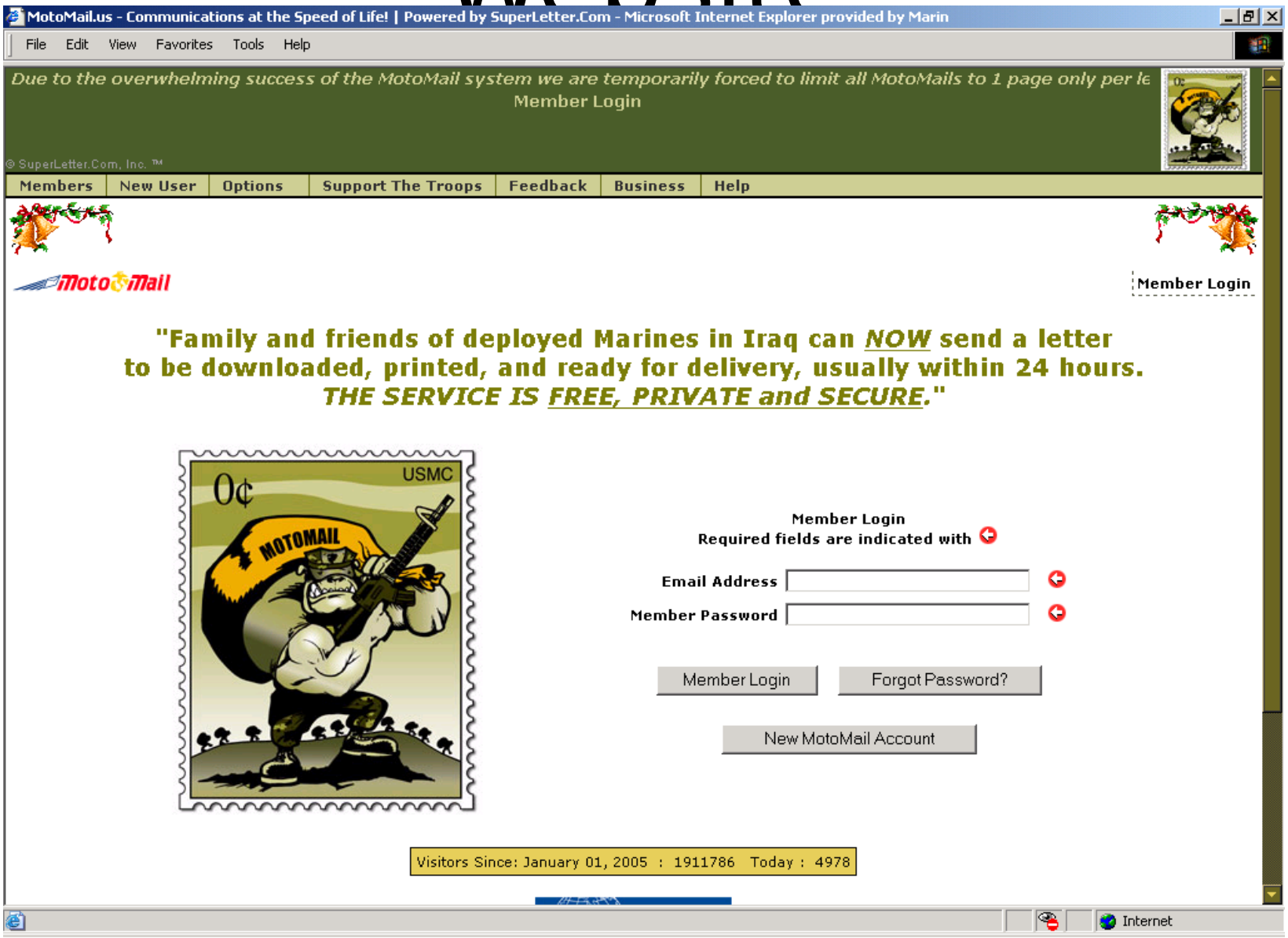
MotoMail Locations



- MotoMail - submitted via the Internet.from anywhere, anytime
- Scanning is available at Camp Pendleton, Yuma, Miramar, Camp Lejuene, & Cherry Point.

- MotoMail are printed at the 8 USMC Post Offices in Iraq
- Print locations are:
- Al Asad, Al Qaim & Korean Village,
- Al Fallujah, Al Taqaddum, Ar Ramadi, Camp Blue Diamond & Hadithah Dam
- Note: Units in Afghanistan are printed at Bahrain and flown to Afghanistan

www.MotoMail.us Website


MotoMail.us - Communications at the Speed of Life! | Powered by SuperLetter.Com - Microsoft Internet Explorer provided by Marin
File Edit View Favorites Tools Help
Due to the overwhelming success of the MotoMail system we are temporarily forced to limit all MotoMails to 1 page only per le
Member Login
© SuperLetter.Com, Inc. ™
Members New User Options Support The Troops Feedback Business Help
MotoMail
Member Login
"Family and friends of deployed Marines in Iraq can NOW send a letter
to be downloaded, printed, and ready for delivery, usually within 24 hours.
THE SERVICE IS FREE, PRIVATE and SECURE."
0¢
USMC
MOTOMAIL
Member Login
Required fields are indicated with
Email Address
Member Password
Member Login
Forgot Password?
New MotoMail Account
Visitors Since: January 01, 2005 : 1911786 Today : 4978
Internet

www.MotoMail.us

Website Features

- Address Book
- Letter Status Report
- Support the Troops – not to a specific Marine
- Chat Board – family members to communicate
- Customer Feedback about MotoMail service
- News & Media – Handouts, Posters & News
- Customer Care Inquiries
  - Suggestions, Problems, & Help via email or toll free number.
- Frequently Asked Questions (FAQ’s)
- Tell-A-Friend – Spread the news

MotoMail POC Info

I MEF POC

CWO3 Donald Darling
Box 555001
Camp Pendleton CA 92055-5001

DSN 361-1196
Comm. 1-760-763-1196
E-mail: mcbcampenpostal@usmc.mil

HQMC POC

MotoMail Info:
MotoMail Toll Free 1-877-763-2542
Website: www.motomail.us

FREE Postal Mailing Supplies
Sent to your home (ask for military package) www.USPS.com 1-800-610-8734

10 Priority Boxes
10 Mailing labels
10 US Customs Forms
1 Roll of Bubble Wrap

to be downloaded, printed, and ready for delivery, usually within 24 hours.
THE SERVICE IS FREE, PRIVATE and SECURE."

Member Login
Required fields are indicated with

Email Address

Member Password

Member Login | Forget Password?

New MotoMail Account

Visitors Since: January 01, 2006 : 186490 Today : 4481

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Global Communications at the Speed of Life!

Click here

MotoMail From Iraq to US

SuperLetter.Com | Communications at the Speed of Life! - Microsoft Internet Explorer provided by Navy Marine Corp Intranet
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.superletter.com/english/default.cfm
Go Links
SuperLetter.com
Swift - Safe - Secure Communications at the Speed of Life
© SuperLetter.Com, Inc. ™
Members New User Options Feedback Business Help
US Forces serving around the globe can now send letters home. To Create a special military account - just click on the New Member button below and Select US Military in the country "Drop Down". Letters are composed on line and sent via the Internet back to the USA where they are downloaded, printed and sealed for direct entry into the US Postal System. Mail delivery from overseas in as little as 48 hours can be expected.
First 5 letters FREE-then only 50 cents per letter!
SuperLetter-PRIVATE and SECURE. "
Member Login
Fields that are required are indicated with
Email Address
Password
SuperLetter
Member Login
Forgot Password?
New Member
Want to see how it Works? Click Here for 5 FREE SUPERLETTERS!
Done
Internet
Start
Inbox - Micr...
Retired
FW: 1ST ML...
Microsoft Of...
MotoMail.us ...
Movie Show...
SuperLette...
11:06

Any Questions?

- **Military Post Office**
  - **725-5769**
  - **763-1196**

- **www.Superletter.com**
  - **50 cents per letter (Jan 06)**

- **“We can’t fix it, if we don’t know”**

Casualty Notification

REGIMENTAL

CASUALTY ASSISTANCE CALLS OFFICER (CACO)

Casualty Notification

- Agenda:
  - Personal Casualty Report (PCR) processing
  - Killed in action (KIA) notification & misnomers
  - Injuries:
    - Classification
    - Notification
    - Medical Evacuation (MEDEVAC)
    - Family assistance

Casualty Notification

- Development of PCR:
  - Marine has been identified to be deceased or injured:
    - On scene commander sends report to Combat Operations Center
    - Unit Adj starts putting PCR together
    - Medical reviews, authenticates injuries and gives a classification (Not Seriously Injured (NSI), Seriously Injured (SI) or Very Serious Injured (VSI)
    - Typically takes 4 – 6 hours to gather, confirm and verify information before PCR is released from unit level
    - PCR then has to travel through several more levels of command in order to be screened and then further released
    - Depending on the classification and severity of the injury this process may take 1 – 2 days to reach stateside headquarters and RBE
      - Deaths & VSI usually take less than 8 hours from time of death or injury
      - SIs vary, but typically within 24 hours
      - NSIs vary, but typically within 48 hours

Casualty Notification

- Death of Marine (KIA)
  - CACO is assigned
    - If within 75 miles of Camp Pendleton RBE DADD will serve as a CACO or Regt will assign a CACO
      - RBE will typically serve as the CACO; however, stateside unit may have to assign:
        - » CACO will be of same rank or higher
        - » RBE DADD may still be serving as a CACO for a previous KIA
        - » May require more than one CACO due to multiple KIA’s
    - If outside of 75 miles Headquarters Marine Corps (HQMC) will assign a CACO from a local unit or independent Marine station
    - Death notifications will ALWAYS be done in person!
      - Will be in a Government vehicle
      - Will be in Service ‘A’ uniform (green suit)
      - Will be accompanied by a chaplain
    - CACO assigned will assist family through the entire process

Casualty Notification

- Common issues and misnomers concerning KIAs:
  - Death notifications will NEVER be done over the phone
    - If ever received over the phone it's a prank phone call
  - Will not be released nor is the press authorized to release KIA info until 24 hours after Primary NOK (PNOK) and Secondary NOK (SNOK) have been notified
  - Multiple CACOs are typically assigned in order to coordinate simultaneous notification when PNOK and SNOK notification is required
  - If NOK whereabouts are unknown the CACO will be required to call around in order to locate and make notification
  - Wife or Next of Kin (NOK) move and don't inform RBE DADD or command
    - Inform RBE or command of any:
      - Move
      - Vacation
      - Change in phone number
      - Change in dependency status (i.e. birth)
      - Relocation of personal effects
      - Location of wills, trusts Powers of Attorney
  - Navy KIAs will be assigned a Navy CACO to make notification

Casualty Notification

- Injury of Marine
  - Types of injury PCRs:
    - NSI
      - Minor injuries
      - Typically do not need to be MEDEVAC out of country
      - Examples include:
        - » Concussion
        - » Minor scrapes, cuts and bruises
        - » Light duty for 15 days or less
    - SI
      - Significant injury but not life threatening
      - Typically requires MEDEVAC out of country to higher level treatment facility
      - Requires surgical repair
      - Examples include:
        - » Significant cuts
        - » Broken bones
        - » Burns
    - VSI
      - Life threatening
      - Will be MEDEVACd out of country once stable enough for flight
      - Examples include:
        - » Head trauma
        - » Loss of limb or sight
        - » ICU

Casualty Notification

- Injury notification:
  - Ideally commander on scene or the treatment Medical Officer (MO) will have Marine or Sailor make contact with NOK
  - HQMC will make notification for ALL SI and VSI PCRs for timely notification
  - RBE DADD will make follow-up phone notification regardless of classification of injury to assist family if required
    - Although NOK may have already received phone call from Marine, Sailor or on scene unit, and HQMC and/or RBE DADD is still required to make official notification
    - Will be between 0600 and 2400
    - Can only release the information that has been supplied on the official PCR
    - Only unit commander can authorize additional info to be released
- MEDEVAC of Marine or Sailor
  - Processed through in-country facilities
  - Landstuhl
  - Bethesda
  - To specialized treatment facility (i.e. Palo Alto, Brooks Army Medical Facility (BAMC), NH Minnesota etc.)
  - Balboa or NHCP

Casualty Notification

- Family assistance
  - Depending upon severity of injury the following applies
    - Family will be flown to Landstuhl (VSI, death imminent or life threatening injuries)
      - » Will require a passport
    - Upon arrival to Bethesda, family will be flown if prolonged stay and serious injuries
    - If serious injuries or NSI and MO request bedside assistance then family will be flown to all other treatment facilities
  - Invitation Travel Orders (ITO)
    - Patient Assistance Team (PAT) typically coordinates families arrival and arraignments to hospital with the assistance of the RBE DADD
    - ITOs allow for the following:
      - » 3 family members to attend bedside
      - » Will pay for hotel room
      - » Will give perdiem
      - » Does not cover rental car costs
    - Are issued by HQMC (RBE DADD will facilitate)
    - Will be issued initially for 21 days; however, can be modified for longer dependent upon the severity of the injury and the condition of the Marine or Sailor

Casualty Notification

REGIMENTAL

CASUALTY ASSISTANCE CALLS OFFICER (CACO)

760-763-3617